

STATE PLAN

**TEMPORARY ASSISTANCE
FOR NEEDY FAMILIES (TANF)
BLOCK GRANT**



STATE OF INDIANA
Family and Social Services Administration

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INDIANA'S STATE PLAN
FOR THE
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
BLOCK GRANT

(FOR THE PERIOD EFFECTIVE JANUARY 1, 2014)

This State plan was developed in accordance with Section 402 of the Social Security Act, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193). This State plan is submitted as a "new" plan for purposes of renewing the state's eligibility for federal funding under part A, Title IV, of the Social Security Act. The information submitted below restates the pertinent requirements of Section 402 and then provides the information that outlines the provisions of Indiana's program.

Indiana Family and Social Services Administration

Indiana's Temporary Assistance for Needy Families (TANF) Plan is administered by the Indiana Family and Social Service Administration (FSSA). FSSA provides a broad array of services to the State including institutional and community-based programs for the elderly and disabled; mental health and addiction services, Medicaid and other health care services and programs, and direct services such as child care assistance, Supplemental Nutrition Assistance Program (SNAP), and cash assistance. FSSA administers the Temporary Assistance for Needy Families (TANF) block grant, which includes TANF cash assistance and other programs funded in whole or in part with TANF or maintenance of effort funds.

Within FSSA, the Division of Family Resources (DFR) has the responsibility for determining TANF eligibility, delivering benefits and employment services. DFR is also responsible for CCDF, SNAP, and enrollment in the Medicaid program. Traditionally, DFR provides TANF cash assistance and employment services at one of its ninety-two county offices or the office of a contracted employment service provider.

STATE PLAN REQUIREMENTS

The following is a description of Indiana's plan for the Temporary Assistance for Needy Families (TANF) Program under Section 402 (a) of the Social Security Act, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193).

Section 402 (a) (1) OUTLINE OF FAMILY ASSISTANCE PROGRAM

(A) General Provisions

(i) Indiana will transfer a portion of the federal TANF Block Grant to supplement the Child Care Development Fund and/or Social Services Block Grant in addition to funding the following programs:

- ❖ TANF Child Care Assistance
- ❖ Emergency Assistance
- ❖ Early Intervention-First Steps
- ❖ Healthy Families (A child abuse prevention strategy)
- ❖ Indiana Kids
- ❖ TANF and IMPACT

Child Care Assistance

The child care needs for TANF recipients will be funded through use of both the Child Care Development and the TANF block grant. Assistance will be available to support the approved employment and training activities of the parent/caretaker who receives TANF assistance or who would receive TANF except for the imposition of a program sanction.

TANF funds also will be utilized for child care services for parents and relatives who are working and meet the income eligibility criteria of the Child Care Development Funds Program. Child care eligibility is capped at 127% of the federal poverty level.

TANF funds for child care will be blended with those of CCDF and accessed through the CCDF Voucher system. The funding source of child care services will be transparent to the families receiving child care subsidies.

Emergency Assistance

Emergency Assistance is provided to families with income up to 250% of the Federal Poverty Guidelines through the Indiana Department of Child Services. Eligibility for this program is based upon the existence of a substantiated complaint of child abuse or neglect or a court adjudication of Child in Need of Services. The goal of services is to maintain children in the home of a relative or to provide safe, temporary alternative living arrangements while the family is working toward re-unification.

The benefits provided under the program include shelter (including out-of-home placement), non-medical counseling, clothing, and homemaker services. Services are

authorized within 30 days of the identification of eligibility and need and can be authorized for a period not to exceed 120 days.

Early Intervention/First Steps

First Steps is Indiana's Part C Early Intervention Program for infants, toddlers and their families. It is a family centered, locally based, coordinated system that provides services to children (0-3rd birthday) who are developmentally vulnerable. Services are intended to prevent or minimize disabilities with the goal of maximizing the potential of these children so that they can function as contributing members of society. Families with income in excess of 250% FPL are eligible for the program but are required to pay co-payments.

Healthy Families Indiana

The Healthy Families Program is a voluntary, multifaceted home visitation program designed to promote healthy families and healthy children administered by the Indiana Department of Child Services. Services are provided at no cost and include child development, access to health care, parent education, family incentives, staff training and community coordination/education. The program model includes screening, assessment and home visiting. Services can begin for eligible families either prior to or at the time of birth and can continue until the child is five years of age. This program is open to all Hoosier families regardless of income but TANF state and federal funds will only be used for families with incomes below 250% of the federal poverty level.

Indiana Kids (formerly known as Mitch's Kids)

TANF funds will be used to fund the Indiana Kids program. Indiana Kids provides education and youth development services to TANF eligible children ages five through thirteen through the Indiana Alliance of Boys and Girls Clubs. The program is designed to help children better their academic achievement, provide an adult supervised structured environment while the TANF adult works or participates in work activities, and provide career guidance through field trips and/or career-related speakers or presentations; but the overall goal of the program is to emphasize the need for education to be successful in life. Families must have income at or below 250% of the federal poverty level to be eligible.

TANF and IMPACT

Indiana uses TANF Block Grant and State funds for the cash assistance and IMPACT services provided to eligible TANF families. Starting November 1, 2007, cash assistance applicants deemed mandatory for IMPACT will be referred to IMPACT for employment and training services.

Temporary Assistance to Needy Families (TANF) Cash Assistance

Financial eligibility for cash assistance includes both an income and resource test. The family must qualify using applicable income and resource standards. The income standard for initial eligibility is listed below:

Assistance Groups which Include Adults and Children		Assistance Groups which Include only Children	
<u># of Members</u>	<u>Monthly Amount</u>	<u># of Members</u>	<u>Monthly Amount</u>
1	\$139.50	1	\$139.50
2	229.50	2	198.00
3	288.00	3	256.50
4	346.00	4	315.00
5	405.50	5	373.50
6	463.00	6	432.00
7	522.50	7	490.50
8	580.00	8	549.00

The family remains eligible until its countable income exceeds 100% of the Federal Poverty Guidelines. This extension of income eligibility allows for continued access to employment services.

In determining eligibility, the following disregards are applied to gross earned income:

- \$90 – Work Expense disregard
- \$30 and 1/3 Disregard – In addition to the work expense disregard, a work incentive disregard of \$30 and 1/3 is applied to the remaining earned income for four consecutive months.
- \$30 Disregard – Upon expiration of the \$30 and 1/3 disregard, an applicant/recipient is entitled to a deduction of \$30 from the earned income remaining after the standard work expense disregard is subtracted (their eight (8) month period) and begins the month following the month the \$30 and 1/3 disregard expired.

In determining the benefit amount, 25% of gross earnings and 100% of non-exempt unearned income is used in the benefit calculation. This means 75% of earned income is disregarded in the benefit calculation.

The resource standard for initial eligibility is \$1,000. Once determined eligible, the case is subject to a resource standard of \$1,500.

Indiana Manpower Placement and Comprehensive Training (IMPACT)
Employment, Training and Support Services

IMPACT is intended to have a strong focus on employment. It supports the utilization of training and education as a complement to work. The goal of IMPACT is employment advancement or wage increase. FSSA staff believes a combined approach of employment with training or skills development will best prepare an individual for promotional opportunities and wage progression. DFR will actively encourage and support the development of training programs that are integrated into or delivered as part of the client's employment experience. Clients eligible for cash assistance will be given comprehensive personal and family strength and needs assessments, individualized service coordinated plans based upon the assessments, and referrals to appropriate service providers to overcome initial and on-going employment barriers.

For descriptions of the work activities that IMPACT will use, please refer to Indiana's Work Verification Plan.

Case management and service coordination will focus on job placement, complemented by supplemental education, training and skills development. Coordination with the Division of Disability and Rehabilitative Services and the Department of Workforce Development will be emphasized for appropriate clients. Case management, training and supportive services are provided to the client at no cost. The following is a list of the supportive services available to an IMPACT participant under the TANF Program:

TYPE OF SERVICE	PAYMENT LIMITS	TIME LIMITS
Clothing	\$300	Per 12 month period
Transportation Expense	\$200 mo.	TANF-Personal vehicle at \$.15 per mile, other at actual cost; FS- \$.10 per mile or \$2.00 per day whichever is higher. **
Vehicle Repair and Maintenance	\$750	Per 12 month period. **

**Also allowed to support the IMPACT participant's employment for 90 days following the loss of TANF benefits.

Domestic violence and substance abuse are factors that can impede any family's ability to become self-sufficient. The prevalence of these factors is believed to be great among low-

income families. These issues can be extremely difficult to identify and although current policies permit exceptions and extensions to the state TANF time limit when a domestic violence situation prevents an individual from participating in employment or training, very few individuals seek these opportunities. DFR recognizes the complexity of these issues and has worked to raise worker awareness of the problems and client awareness of the exemption and extension options.

SEPARATE STATE PROGRAMS

In addition to the federal funded TANF programs, Indiana will utilize TANF maintenance of effort funds to support the following separate state programs for families who meet the definition of TANF eligible detailed within each section below. The expenditure of funds under these programs for services provided to TANF eligible families will be used to meet the maintenance of effort requirements under the TANF Program.

- ❖ Part-time Student Grant Program
- ❖ Textbook Reimbursement Program
- ❖ Earned Income Tax Credit (EITC)
- ❖ Individual Development Accounts (IDA)
- ❖ Early Intervention/First Steps Medical Services
- ❖ Community Health Centers
- ❖ Community Based Services
- ❖ Solely-State Funded Cash Assistance Minimum Grants

Part-time Student Grant Program

This program is designed to encourage part-time undergraduates to start and complete their Associate or Baccalaureate degrees or Certificates by subsidizing part-time tuition costs. The program provides financial assistance for students taking at least six (6) and no more than twelve (12) hours of class per semester. To qualify, the student and their family income must be less than 250% of the federal poverty level. Eligible students must be either: 1) a dependent student less than twenty-four (24) years of age who has a custodial parent or caretaker (even if the student lives apart from the parent or caretaker) or 2) a parent with a dependent child.

Textbook Reimbursement Program

The State of Indiana provides payment for the elementary and secondary school textbook rental fee of families whose income is less than 185% of the federal poverty level. Benefits for this program are accessed through an application form processed by the school system. The application is a form, which facilitates access to the school meals programs administered through the United States Department of Agriculture.

Earned Income Tax Credit (EITC)

This tax credit is available to an individual who, in a year, has at least one qualified child. The income standards for tax year 2012 are as follows:

- Families with one child who earned less than \$36,920 in 2012 (or less than \$42,130 for married workers).
- Families with two or more children who earned less than \$41,952 (or less than \$47,162 for married workers).
- Families with three or more children who earned less than \$45,060 (or less than \$50,270 for married workers).
- The EITC is 9% of the federal credit.

Only the refundable portion of the tax credit is reported as MOE.

Individual Development Accounts (IDA)

The IDA Program is designed to provide Hoosier households the opportunity to build assets, accumulate savings and learn personal finance skills so that they may pay for education, start or buy a business, or buy a home. The funds are administered by a community development corporation (CDC). Qualified individuals receive state funds to match their contributions to the IDA. The State match is three times the amount deposited by the individual up to \$900 per year. The state contribution for families with dependent children who receive public assistance or have incomes less than 150% of the federal poverty level will be counted towards MOE.

Early Intervention/First Steps Medical Services

First Steps provides medical services to TANF eligible children with developmental needs whose family's household income is under 250% of the Federal Poverty Guidelines, regardless of Medicaid eligibility. First Steps does not provide comprehensive medical care but provides services determined necessary by the child's early intervention team to meet the child's developmental needs. Services are authorized through the development of an individualized family service plan (IFSP) with the support of the child's primary care physician. Funding will be used to pay for the costs of services that are not otherwise paid by Medicaid. Funding is blended with existing sources and will be transparent to the family, although the funding will be separately identifiable for the purposes of accountability.

Community Health Centers

The Indiana State Department of Health (ISDH) and Office of Primary Care (OPC), administers the Community Health Center (CHC) Operating Grant. Funds are received from part of the Master Tobacco Settlement as authorized by the Indiana Senate Enrolled Act 108 – 111th General Assembly, March 2000. The ISDH-OPC promotes the development and operation of community-based primary health care services, including family planning, in areas of need that improve the health status of medically underserved populations of Indiana.

A community health center provides primary health care services by state licensed professionals, which are also comprehensive in scope, coordinated within the community, acceptable, accessible, affordable, appropriate, and available. Payment for services is based upon a sliding fee scale.

Community Based Services

Through a variety of local agencies, townships, and third-party foundations and community-based organizations and service providers, Indiana offers an extensive array of MOE help and services to children and families whose income is less than 250% of the federal poverty level. These include, but are not limited to, the following examples:

- Township emergency financial and material assistance and services programs;
- Medical assistance and care to families or family members who do not qualify for Medicaid;
- Food assistance programs, including pantries, soup kitchens and summer feeding programs;
- Youth development and mentoring programs;
- Pre-school and child development programs;
- After-school programs of education, homework guidance, recreation and enrichment;
- Programs of United Way agencies that meet a TANF purpose;
- Individual, marital and family counseling services;
- Community centers that provide a variety of family supports and services;
- Comprehensive domestic violence services, and shelters that provide families counseling, a safe haven and the provision of basic needs;
- Homelessness shelters, housing, employment and stabilization services;
- Income tax clinics;
- Employment, housing and community re-engagement for ex-offenders;
- Residential shelter and outreach to independent teens;
- Classes in parenting, child development, and financial management; and
- Programs that provide public awareness, education and advocacy to prevent child abuse and neglect in families, to prevent out-of-wedlock pregnancies and to promote marriage and fatherhood.
- Post-secondary career, vocational and technical education programs for youth or parents.

Solely-State Funded Cash Assistance Minimum Grants

Effective October 1, 2011, TANF Cash Assistance recipient families determined eligible for a \$0 TANF grant due to employment income are eligible for a minimum. The minimum grant paid will be solely state funded. To qualify for a minimum grant, the family must meet the following criteria:

- The household's income is below the TANF cash assistance income eligibility limit (100% FPL).
- The household's countable income is above the maximum benefit amount.

- A parent or caretaker has income from employment.
- Parent or caretaker is not serving a sanction or voluntary quit penalty.
- The family must be receiving TANF cash assistance in the month prior to becoming a \$0 grant case.

The family must continue to meet all financial and non-financial requirements of the TANF Cash Assistance program to receive the minimum payment. If the family meets all other eligibility requirements, the minimum grant remains in place until:

- The household's circumstances change (income decreases, change in household composition, etc.) and it is once again eligible for a TANF grant;
- The employed parent/caretaker loses employment; or
- The household's countable income exceeds 100% FPL.

(A) General Provisions-continued

(ii) A parent or caretaker receiving assistance under the program will be required to engage in work once the State determines the parent or caretaker is ready to engage in work, or once the parent or caretaker has received assistance under the program for 24 months (whether or not consecutive), whichever is earlier.

(iii) Indiana will ensure that parents and caretakers receiving assistance under the program will engage in work activities in accordance with Section 407 of the Social Security Act, which establishes allowable work activities and participation rates.

(iv) The State will continue to restrict the use and disclosure of information about individuals and families receiving TANF assistance in accordance with state laws, I.C.5-14-3-4 and I.C. 12-14-1-7 and the Internal Revenue Code, Sections 7213 A and 7431.

(v) Indiana continues to establish goals and take action to prevent and reduce the incidence of out-of-wedlock pregnancies, with special emphasis on teenage pregnancies, and establish numerical goals for reducing the out-of-wedlock birth ratio of the State. The Indiana Department of Health is the lead agency in monitoring health outcomes and coordinating strategies to encourage abstinence and reduce teen pregnancy. The target goal for births to children age 15-17 is 18.8 births per 1,000 and can be found on page 30 of the 2010 Title V Current Executive Advisory Panel Summary which can be found at:

www.in.gov/isdh/files/Title_V_Block_Grant_Executive_Advisory_Panel_Summary_2008-2010.pdf

(vi) Indiana does conduct programs that provide education and training on teenage pregnancy prevention. Programs may be expanded in scope to include men. Many of the programs funded through Indiana's Fatherhood Initiative provide education on responsible sexual behavior and statutory rape. These programs are generally targeted to fathers but some include other men as well. There are also local initiatives through prosecutor's

offices, faith communities, schools, hospitals, and health departments to provide education and training regarding the problem of teenage pregnancy and statutory rape.

(vii) Indiana has implemented several policies and procedures aimed at preventing access to TANF assistance through any electronic fund transaction in an automated teller machine or point of sale device at restricted locations. Indiana Code Section 12-13-14-4.5 outlines the distribution of cash benefits through automated teller machines or point of sale terminals as well as retailers eligible for participation in EBT and the penalties for not following the prescribed requirements. In addition, Indiana Administrative Code 470 IAC 10.3-5-8 requires owners or operators of restricted establishments as being responsible for posting signs containing notice that ATM or POS terminals may not be used for distribution of TANF assistance or refugee assistance.

The Indiana State Legislature, during the 2013 session, passed Senate Bill 559, now known as Public Law 197, which requires ATM and point of sale owners, vendors or third party processors to disable access to TANF cash assistance at prohibited locations.

Federal Restrictions

On February 22, 2012, President Obama signed into law the Middle Class Tax Relief and Job Creation Act of 2012 (P.L. 112-96), which among its provisions, requires States receiving TANF grants to implement policies and procedures restricting access to TANF benefits via EBT at liquor stores, gaming establishments and adult entertainment establishments.

On September 10, 2012, DFR mailed a one-time notice to all current TANF payees and authorized representatives informing them of the access restrictions. Also in September 2012, DFR modified the TANF approval notices to include language about these restrictions. In October 2012, the mailer attached to all EBT cards included language regarding the restrictions.

In January 2013, Indiana implemented an EBT restricted site database matching system. This system contains information via a match with the State Alcohol/Tobacco Commission. This tool provides DFR with a list of possible violations. A DFR staff member reviews each reported match and determines whether the site is a restricted location. With the exception of packaged liquor, small brewers, and Type II gaming permits, this requires the staff member to Google the address to become informed of the type of business at this location. If the business is not restricted – Applebee's or Friday's, for example – the DFR staffer will mark the transaction as okay in the reporting tool. If the business is in a restricted location – Vickie's Lounge, Old Point Tavern, etc. – DFR will send a letter to the TANF recipient informing them of the infraction – providing the date and location – and notify the recipient that any further infractions will be sent to the county prosecutor for enforcement. If the individual makes an inappropriate transaction in a subsequent month, a second letter will be sent to the client informing them that DFR has referred the case to the prosecutor for appropriate action. Copies of the notices will be attached to the client's eligibility case.

1. Initial Letter

A client will initially receive a letter informing him/her that it is a crime to access their TANF benefits at "restricted" locations. The EBT Brochure and website will be referred to for reference and further information.

2. Subsequent Letters

After the initial warning, if the client continues to use his or her benefits in a 'restricted' location, the client will receive a second letter informing him or her that the EBT card has been used again to access benefits in a restricted location and that DFR has notified local law enforcement of the crime. DFR will refer these cases to the FSSA Office of Investigations and Compliance.

From the second letter forward, the FSSA Office of Investigations and Compliance will investigate clients who have made transactions in restricted areas and will send its findings to local law enforcement and/or Prosecutor.

(viii) Below are the State's procedures to ensure that recipients have adequate access to their cash assistance and have access to using or withdrawing assistance with minimal fees or charges.

The first TANF withdrawal is free, after that the 2nd – 12th withdrawal is \$1.25 (this is charged by Indiana's EBT contractor, JPMorgan/Chase). After 12 withdrawals, all withdrawals are again free. Therefore, JPMorgan/Chase receives a maximum of \$13.75 per month in ATM fees per client. There is no surcharge at any JPMorgan/Chase bank: about 650 Chase ATM's state-wide. (There would still be the withdrawal fee for the second – through 12th withdrawal). There are about 1,600 POS participating merchants who also offer surcharge free cash EBT only merchants (these would be places like Kroger, Wal-mart etc who offer cash back). Information about surcharges is current on our brochure. TANF withdrawal and surcharge information will also be included in a new brochure that will go into production in January 2014. The information withdrawal and surcharge information has been boxed in an "avoid fees" section with pictures so it is easier to understand than the current brochure.

(B) Special Provisions

(i) Indiana does not intend to treat families moving into the state from another State differently than other families under the program.

(ii) Indiana intends to provide assistance under the program to the individuals who are not citizens of the United States to the degree permitted under federal law.

(iii) Indiana will continue to use objective criteria for the delivery of benefits and the determination of eligibility, as well as for fair and equitable treatment during a State administrative appeal process. The Hearings and Appeals Section of Family and Social Services Administration will serve to address the unresolved issues between the applicants and recipients of TANF and the entities that administer the assistance programs. This appeals process continues to serve the fair hearing requirements of the SNAP and Medicaid Programs as well.

(iv) Indiana has opted out of the provision to require a parent or caretaker receiving assistance under the program who, after receiving such assistance for two (2) months is not exempt from work requirements and is not engaged in work, as determined under Section 407(c)(1)(A) of the Social Security Act, to participate in community service employment, with minimum hours per week and tasks to be determined by the State.

(v) Indiana does not intend to specifically assist individuals to train for, seek, and maintain employment in other (health care) occupations related to elder care. The State will, however, consult with our employment and training contracted provider and if such decision would be to begin providing such assistance, we will provide an amended State plan at that time. Indiana does strive to continue to encourage all individuals participating in TANF to train for occupations with growth and high wage potential.

Section 402(b) PUBLIC AVAILABILITY OF STATE PLAN SUMMARY

This state plan has been updated from the previous plan that was revised in February 2012 and is available on the FSSA website. The following parts have changed:

- Excluded several programs that are no longer in place thus not being funded under the TANF Block Grant
- Included a statement under special provision indicating whether the State will assist individuals to train for, seek and maintain employment in providing direct care in a long term care facility or in other occupations as related to elder care.
- Included the policies and procedures in place to prevent access to assistance provided under TANF through any electronic fund transaction in an ATM or POS device located in a restricted place. Also included information on access to using or withdrawing assistance with minimal fees or charges.

GLOSSARY OF TERMS

Temporary Assistance to Needy Families (TANF): the Temporary Assistance to Needy Families Block Grant began in 1996. TANF is a program that provides cash assistance to families with children under the age 18.

Assistance Group: The family members who are considered for eligibility cash assistance or employment and training services. At a minimum this group includes a child under age 18 and his or her parents living with the child.

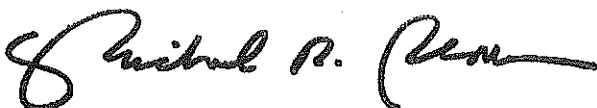
Department of Workforce Development (DWD): State agency that manages and implements employment programs for Hoosiers, unemployment insurance systems, and facilitates regional economic growth initiatives for Indiana.

Indiana Manpower Placement and Comprehensive Training (IMPACT): Program is the employment and training program under which recipients of the SNAP and Temporary Assistance for Needy Families Programs participate.

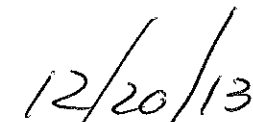
CERTIFICATION BY CHIEF OFFICER OF THE STATE OF INDIANA

As Governor of Indiana, I certify that Indiana will continue to administer the Temporary Assistance for Needy Families Block Grant in accordance with the provisions established by federal law. I further certify that:

1. Indiana will operate a child support enforcement program under the state plan approved under part D.
2. Indiana will operate a foster care and adoption assistance program under the state plan approved under part E, and that the state will take such actions as are necessary to ensure that children receiving assistance under such party are eligible for medical assistance under the state plan under title XIX.
3. The Families and Social Services Administration is the State agency which administers and supervises the TANF Block Grant.
4. That local governments and private sector organizations:
 - a. Have been consulted regarding the plan and design of welfare services in the state so that services are provided in a manner appropriate to local populations; and
 - b. Have had at least 45 days to submit comments on the plan and the design of such services.
5. Indiana will provide each member of an Indian tribe, who is domiciled in the State, with equitable access to assistance in the State program funded under this part attributed to funds provided by the Federal Government.
6. Indiana has established and is enforcing standards and procedures to ensure against program fraud and abuse, including standards and procedures concerning nepotism, conflicts of interest among individuals responsible for the administration and supervision of the State program, kickbacks, and the use of political patronage.



Michael R. Pence, Governor



Date